



Policy No. 11

STAFF DEVELOPMENT POLICY

1.	Title of the policy	Staff Development Policy
2.	Administrative Policy Number	(APN) (Suggested by IQAC):
3.	Brief Description of the Policy	This policy promotes organized learning and development activities for all the staff members, which results in periodic upgrading by all the teaching and non-teaching staff and also encourages them to transfer their learning in current job roles and also prepare them for future jobs/growth.
4.	Drafting	IQAC
5.	Policy applies to:	All levels of staff members and administrators namely, principal, Vice-principal, Coordinator of the IQAC, CoE, Assistant professor, Associate professor and Professor and non-teaching staff members at all levels
6.	Effective from the date:	20/06/2019
7.	Approved by :	Principal/CDC
8.	Responsible authority	Vice-principals
9.	Superseding authority	Management
10.	Last Reviewed/ Update:	NA
11.	Reason/Objective of the policy	To update the knowledge of the staff members in the relevant fields, in teaching pedagogy, in technology, in administration, decision making, and role realization and also to boost the morale to contribute to the organization and stakeholders.
12.	References for the policy	Affiliating University / HRDC/UGC/ management Staff welfare policy



Staff Development Policy

Introduction: the Institution believes in the growth of an individual internally In the organization for superior positions (academic & administrative) and commits itself for the career development of its employees.

Purpose

- To strengthen the professional competency
- To prepare the staff to use the updated teaching pedagogy and not lag behind
- To provide scope to national contribution by involving students
- To sustain the expectations of the students and other stakeholders
- To provide scope to design and develop e-content
- To march towards excellence
- To venture into new evaluative processes

Process Owner

IQAC Coordinator/ Principal

Policy

To update the knowledge of the staff in their core subject and pedagogy with evolving trends progression paradigm shift so as to improve the teaching effectiveness, practice new method of teaching new examination methods, and enable a substantial growth in research by giving creating avenues such as hands-on-training /workshops /seminar/ certificate programs/hands out-materials/ knowledge sharing online module (MOOC) etc. to be able to meet the needs of the teaching -learning processes, which are evolving with the change in the systems either introduced by the affiliating university or by the need of any other autonomous body.

Process

- ❖ Identification of the area of development
- ❖ Determining the resource required for development
- ❖ Aligning with appropriate agency for development
- ❖ the staff to understand the need
- ❖ Initiating the Program
- ❖ Adopting the feasible change
- ❖ Implementation of new teaching techniques



Encouragement to Faculty: This policy encourages and provides for Duty leaves participation in workshops, staff enrichment programs, Management Development Programs by the teaching and non-teaching staff members, with the objective of upgrading their skills. Knowledge and attitudes.

Deputation to represent the institution for Research Paper Presentations: The institution will encourage employees to attend seminars/conferences to present .

Organizing seminars, conferences, FDPs/FEPs/PDPs: The institution encourages the IQAC/ Academic Departments to organize seminars, conferences, FDPs, FEPs and PDPs with institutional funding and encourages them also to raise additional funds, as the case may be.

Research & Development: The institution has established a Research (and Development) Cell which facilitates provision of seed capital for research and development activities by the staff members.

Sponsored Research: Staff encouraged getting a sponsored research, from the government and non-government agencies or other institutions Special provisions in the form of relaxation of duties are made to ensure that they complete such project on time.

Incentives for Research: The institution has a policy to provide incentives for the good research papers published with high factor.

Permission for Higher Studies: The institution has a policy to support members for pursuing higher studies in the relevant fields of study and as per the requirements of the institution in India or abroad, under the conditions that upon successful completion the candidate shall work for the institution for a stipulated period of time.

Personal Development: The institution has a policy to encourage Personal Development of a staff member through Research and Development, Paper Presentation, Conducting workshops, seminars and Management Development Programs (MDP) such participations are allowed to learn from multiple dimensions

Participation in International Seminars/Conferences: The members are encouraged to attend international seminars/conferences and apply for the fund earmarked for it annually.

